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Student Data Fields

Enrollment

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Field SE-1: CSC

(Course Section Code)

Submission Date:

Fall, Spring, and EOY

Data Entry:

Required

Code/Format:

Drop Down Box

Drop Down Box includes a listing of course section codes that were previously defined in the course section entry screen. Displays course section in lower half of screen when selected. Restricted by those listed in the course section file.

Definition:

Code used to identify a specific program course section in which the student is enrolled. The course section code must be identified in the Course Section Entry Data screen

Note: This impacts Added Cost Funding.

Common Entry Errors:

Student enrolled in incorrect course section.

Programming Edits:

Report name in which this data can be found / or is used:

Fall and Spring Enrollment Reports (4483)

Enrollment and Termination Report (4301)

Carl D. Perkins and Technical Education Act of 1998, Consolidated Annual Performance Report

Added Cost Funding (X0107)

Table name in which this field can be found:

tblEnrollment

Table Field Name:

VEn_ClassCode

Field Length:

Field Type:

Alphanumeric

Comparable MEIS-SRSD field:

None

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Field SE-2: Entered

Submission Date: Fall, Spring, and EOY

Data Entry: Required

Code/Format: (MM/DD/YYYY)

Definition: This is the date when the student started their first day of the specific course section.

Data in this field may be entered in one of the following ways:

1. Student by student using the Student Entry Screen, or
2. By, using the Mass Edit Entry feature.
- *3. By course section, using the Mass Enrollment feature
4. Importing data from the district

This date is extremely important in determining if/how a student will be counted for funding or evaluation, as defined by OCTP reporting time lines.

E.g., Students must be enrolled on or before the 4th Wednesday count date to be counted on the 4483A (Fall) Enrollment Report. Plus, this student cannot have a date exited on or before this date.

Common Entry Errors: Format of date is incorrect when entering or importing data.

Programming Edits:

Report name in which this data can be found / or is used:

Fall and Spring Enrollment Reports (4483)

Added Cost Funding (X0107)

Carl D. Perkins and Technical Education Act of 1998, Consolidated Annual Performance Report

Enrollment and Termination Report (4301)

Table name in which this field can be found:

tblEnrollment

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Table Field Name:

VEn_BeginningDate

Field Length:

8

Field Type:

Date

Comparable MEIS-SRSD field:

None

*** Mass Enrollment Entry Screen is the recommended way for the enrollment of more than one student in a course section. It is more efficient and takes less time.**

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Field SE-3: Exited

Submission Date:	Fall, Spring, and EOY
Data Entry:	Required for Spring and End of Year, only required for Fall if student dropped the course prior to submitting the Fall report.
Code/Format:	(MM/DD/YYYY)
Definition:	<p>An exit date is required for all students and must reflect the date they left the course section.</p> <p>This is the date the student left or will exit this specific course section.</p> <p>It is required if the student is no longer enrolled in the course due to a drop or completion.</p> <p>If a student drops a program between fall and spring semesters enter, as exit date, the last day of course he/she attended.</p> <p>This date determines if a student is to be included in funding or Perkins participation data, as defined by OCTP reporting timelines. It determines the population (participation, concentration, completer) in which the student will be counted for Perkins Core Performance Measures. Refer to Appendix B for more information.</p> <p>E.g. if a student has a date exited <u>on or before</u> the fourth Wednesday count date, the student will not be counted on the 4483A (Fall) Enrollment Report.</p> <p>Note: Data in this field may be entered in one of the following ways:</p> <ol style="list-style-type: none">1. Student by student using the Student Entry Screen, or2. By using the Mass Edit Entry feature.3. *By course section, using the Mass Enrollment feature4. Importing data from the district
Common Entry Errors:	Format of date is incorrect when entering or importing data.
Programming Edits:	

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**Report name in which this
data can be found / or is used:**

Enrollment and Termination Report (VE4301)

Carl D. Perkins and Technical Education Act of 1998,
Consolidated Annual Performance Report

Added Cost Funding (X0107)

**Table name in which this
field can be found:**

tblEnrollment

Table Field Name:

VEn_EndingDate

Field Length:

8

Field Type:

Date

Comparable MEIS-SRSD field:

None

*** Mass Enrollment Entry Screen is the recommended way for the enrollment of more than one student in a course section. It is more efficient and takes less time.**

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Field SE-4: Completion Status

Submission Date: Fall, Spring, EOY

Data Entry: Required

Code/Format: This field indicates the status of the student who exited the course section.

C – Completer (Completed Program, not just a course)

E – Enrollee (Currently Enrolled & hasn't completed program)

L – Left Program (without completion)

X – Previous Year Completer

Default – E -Enrollee

Definition: If a student has an “01” in Field SD-17: Exit Status, then Completion Status must be a C or L.

C- Completer – A program completer is an 11th, 12th grade student (or 13th grade student if the district has adults) who is enrolled in a state-approved career and technical education wage-earning program and has completed a designed instructional program as determined by the local school district. Using the state guidelines, the district concurs with the following:

- 1.) The student completed a sequence of courses or equivalent instructional units in a recognized CTE program.
- 2.) The student's (CTE) GPA for this sequence of courses/instructional units is 2.0 or better.
- 3.) The student is ready to be successful in further training or postsecondary course work related to the student's CTE sequence of course/instructional units or the student is ready to be successfully employed based on the student's CTE sequence of course/instructional units.

Students must have completed all the course work required within the program (usually this is a minimum of 7,200 or 14,000 minutes).

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For further information, refer to Administrative Guide.
If the program requires two years of training for a student to meet requirements of an entry-level job, the student may be counted as a ‘completer’ only at the end of the second year.

Note: Students in FCS (Life Management Education –CIP Code 19.0101) or Coop Coordination are reported as enrollees, but are NOT to be reported as program completers and are not part of the Annual Follow Up of CTE Program Completers.

E-Enrollee – A student who:

- 1. Is currently enrolled, and**
- 2. Has not completed and not officially left program, and**
- 3. It is anticipated that this person will continue.**

L – Left Program without completion. A student drops the program or does not complete all program requirements before

- 1. leaving the program, or**
- 2. exiting school, or**
- 3. graduating.**

X - 11th Grade Completer Last Year. An 11th grade student completed a program. This student’s data is maintained in CTEIS system for the purpose of the CTE program completion. This data is critical for meeting both state and federal funding requirements. Occurs during school year start up utility.

Note: If a student’s exit status (Field SD-17) is “01”, then completions status must be C or L.

Note: Data in this field may be entered:

- 1. Student by student using the Student Entry Screen, or**
- 2. By course using the Mass Edit Entry feature.**
- 3. By using the mass Enrollment Feature**

It is highly recommended you complete this field as students drop or complete a course.

It is recommended that the determination of completer status be made by the instructor using these guidelines.

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Examples:

1.) Students completes a course within a program, but has yet to complete the entire requirements for programs completion:

a.) In most cases; the completion status is an E if the student is in grade 9, 10, 11

b.) If the student is in grade 12 and graduated and will not be returning; the completion status is a L.

2.) If the student switches course sections within a program, but is still in the same program; the completion status is an E.

3.) If the student switches course sections from one program to a different program, the completion status for the former section is L and the completions status for the current section in an E.

Common Entry Errors:

Programming Edits:

Report name in which this data can be found / or is used:

Enrollment and Termination Report (VE4301)

Carl D. Perkins and Technical Education Act of 1998, Consolidated Annual Performance Report

CTEIS Export Utility for SRSD reporting. It allows for crosswalk of data between CTEIS and SRSD.

Annual Follow Up of CTE Program Completers

Table name in which this field can be found:

tblEnrollment

Table Field Name:

VEn_CompleterStatus

Field Length:

1

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Field Type:

Alphabetic

Comparable MEIS-SRSD field:

Field 67: Completion Status

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Field SE-5: Enr_4483

Submission Date:	Fall, Spring, and EOY
Data Entry:	Automatically checked; if the program course section in which student is enrolled is checked. However, can be changed by user.
Code/Format:	Automatically checked √ - Yes Blank - No
Definition:	Student meets the Pupil Accounting definition of enrolled in this course on the specified date. √ - Yes – Student will be counted. If checked as an enrollee, it indicates that the student will be counted on the Semester Enrollment Report (4483) Blank - If unchecked, the student won't be counted. Note: This impacts Added Cost Funding

Common Entry Errors:

Programming Edits:

Report name in which this data can be found / or is used:	Fall and Spring Enrollment Reports (4483) Enrollment and Termination Report (4301) Add Cost Funding Report (X0107) CTEIS Export Utility for SRSD reporting. It allows for crosswalk of data between CTEIS and SRSD. Carl D. Perkins Technical Education Act of 1998, Consolidated Annual Performance Report
Table name in which this field can be found:	tblEnrollment

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Table Field Name:

VEN_Enr4483

Field Length:

1

Field Type:

Check Box

Comparable MEIS-SRSD field:

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Field SE-6: YrEnd-4301

Submission Date:	EOY
Data Entry:	Automatically checked; dependent upon the program course in which the student is enrolled. Can only be modified through the unduplicated report utility.
Code/Format:	Automatically checked √ - Yes Blank - No
Definition:	<p>Determines what wage earning program course section the student will be counted for on the End of the Year (EOY) report.</p> <p>√ - If checked, the students enrolled in this course will be counted in the End of Year Enrollment & Termination Report (4301). If in 11th or 12th grade, this will be used to determine the program for which the student will be contacted for Follow Up purposes. If you need to change this field you need to change it through the unduplicated record utility.</p> <p>Blank – Students enrolled in course will not be counted on 4301 EOY Report.</p> <p>If the student is counted on a 4483, the student must be counted on the 4301</p> <p>Further information, refer to Help Menu: Unduplicated Records Utility.</p>

Common Entry Errors:

Programming Edits:

Report name in which this data can be found / or is used:

Table name in which this field can be found: tblEnrollment

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Table Field Name:

VEn_Enr4301

Field Length:

1

Field Type:

Check Box

Comparable MEIS-SRSD field:

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Field SE-7: Follow-up

Submission Date:	EOY
Data Entry:	Automatically checked based on the program the student completes.
Code/Format:	Automatically checked √ - Yes Blank - No
Definition:	√ - If checked the student will be contacted as part of the CTE Annual Survey of CTE Program Completers nine months after the student graduates or leaves school after the students anticipated 12 th grade year. If this field appears to be checked in error, review information contained in fields “SD-18: Grade in School”, and “SE-4: Completion Status”. Then after making any changes, rerun unduplicated utility. If the information in SD-18 and SD-4 are correct yet the student is not o be contacted for Follow Up purposes then place information in Follow Up SF-2: Reason for non-contact. E.g Student is deceased.

Common Entry Errors:

Programming Edits:

Report name in which this data can be found / or is used:	Carl D. Perkins and Technical Education Act of 1998, Consolidated Annual Performance Report State Rank List determination NCES data MI Consumer Report Annual Follow Up of CTE Program Completers
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Table name in which this field can be found:	tblEnrollment
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Table Field Name: VEn_FollowUp

Field Length: 1

Field Type: Check Box

Comparable MEIS-SRSD field:

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Field SE-8: SemGrade1

(Semester 1 Grade)

Submission Date:

EOY

Data Entry:

Required for all students enrolled in one or more wage earning CTE course (as reported on the 4483A report).

Enter the 1st semester final grades (as applicable) for each wage earning program course reported on the 4483A report.

Code/Format:

Translation table to be used to convert numeric grading system to the CTEIS data format:

CTEIS Table	Comparable Grading System
A+	4.0
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
E+	0.3
E	0.0
P	2.0
F	0.0
Z	0.0
N	Blank
R	Blank
I	Blank
W	Blank

I = Incomplete

R= Left course without completion or dropped (previously L)

N = Credit with no grade/audit

P = Pass

W= Withdraw from school

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Z= No Credit

Entry of grades can be done:

- Student by student, using the individual student data entry,
- By course section using Mass Enrollment entry
- By using the upload data utility (refer to Help Menu: Uploading data)

Definition:

Grade for the wage-earning course section in which the student was reported on the 4483A report.

If the student is enrolled in a full year course section, there should be one grade in this field. This information is used to calculate Field SD-35: CTE GPA.

If the student is counted on the 4483A, there must be a grade code entered in this field.

Common Entry Errors:

Programming Edits:

If no grade is entered, error report will be generated.

Report name in which this data can be found / or is used:

Enrollment and Termination Report (4301)

Carl D. Perkins and Technical Education Act of 1998
Consolidated Annual Performance Report

Table name in which this field can be found:

tblEnrollment

Table Field Name:

VEn_SemesterGrade1

Field Length:

2

Field Type:

Alphabetic

Comparable MEIS-SRSD field:

None

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Field SE-9: SemGrade 2

Submission Date:

EOY

Data Entry:

Required for all students enrolled in one or more wage earning CTE course (as reported on the 4483-D report).

Enter 2nd semester final grades (as applicable) for each wage earning program course reported on the 4483-D report.

Code/Format:

Translation table to be used to convert numeric grading system to the CTEIS data format:

CTEIS Table	Comparable Grading System
A+	4.0
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
E+	0.3
E	0.0
P	2.0
F	0.0
Z	0.0
N	Blank
R	Blank
I	Blank
W	Blank

I = Incomplete

R= Left course without completion or dropped (previously L)

N = Credit with no grade/audit

P = Pass

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W= Withdraw from school

Z= No Credit

Entry of grades can be done:

- Student by student using the individual student data entry,
- By course section using Mass Enrollment entry
- By using uploading data utility

Definition:

Grade for the wage-earning course section in which the student is to be reported on the VE-4483D report.

If the student is counted in the ending count on the 4483D, there must be a grade code entered.

Common Entry Errors:

Programming Edits:

If no grade entered an error report will be generated.

Report name in which this data can be found / or is used:

Enrollment and Termination Report (4301)

Carl D. Perkins and Technical Education Act of 1998
Consolidated Annual Performance Report

Table name in which this field can be found:

tblEnrollment

Table Field Name:

VEn_SemesterGrade2

Field Length:

2

Field Type:

Alphabetic

Comparable MEIS-SRSD field:

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Field SE-10: Progr. Status

Submission Date:

Data Entry:

This field is displayed only if one or more progress features are activated for the course section (attendance, grades, task achievement). Automatic, but can be modified by user.

Code/Format:

√ -Yes

Blank – No

Default - Yes

Definition:

√ - Student is enrolled in the course section and as of the computer date, the course is activated in any progress feature.

Blank – Student is not currently enrolled in course or student is not being tracked in any progress feature.

Common Entry Errors:

Programming Edits:

Report name in which this data can be found / or is used:

Table name in which this field can be found:

tblEnrollment

Table Field Name:

VEn_ProgressStatus

Field Length:

1

Field Type:

Check Box

Comparable MEIS-SRSD field:

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Field SE-11: Attendance

Submission Date:	NA
Data Entry:	Displayed only if Progress Feature: Attendance is activated. Automatic if Progress Feature: Attendance is activated for course section.
Code/Format:	√ - Yes Blank – No Default - Yes
Definition:	√ - Student is enrolled in course section and the course section is activated in the Progress Feature: Attendance. Blank – Student is not being tracked for attendance.

Common Entry Errors:

Programming Edits:

Report name in which this data can be found / or is used:

Table name in which this field can be found:	tblEnrollment
Table Field Name:	VEn_Attendance
Field Length:	1
Field Type:	Check Box
Comparable MEIS-SRSD field:	None

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Field SE-12: Grades

Submission Date:	NA
Data Entry:	Displayed only if Progress Feature: Grades is activated. Automatic if Progress Feature: Grades is activated for course section.
Code/Format:	√ - Yes Blank – No Default - Yes
Definition:	√ - Student is enrolled in course section and the course section is activated in the Progress Feature: Grade. Blank – Student is not being tracked for grades.

Common Entry Errors:

Programming Edits:

Report name in which this data can be found / or is used:

Table name in which this field can be found:	tblEnrollment
Table Field Name:	VEn_Grades
Field Length:	1
Field Type:	Check Box
Comparable MEIS-SRSD field:	None

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Field SE-13: Task Achv

Submission Date:	NA
Data Entry:	Displayed only if Progress Feature: Task Achievement. Automatic if Progress Feature: Task Achievement is activated for course section.
Code/Format:	√ - Yes Blank – No Default - Yes
Definition:	√ - Student is enrolled in course section and the course section is activated in the Progress Feature: Task Achievement. Blank – Student is not being tracked for task achievement.

Common Entry Errors:

Programming Edits:

Report name in which this data can be found / or is used:

Table name in which this field can be found:	tblEnrollment
Table Field Name:	VEn_TaskAch
Field Length:	1
Field Type:	Check Box
Comparable MEIS-SRSD field:	None